



City of Austin - JOB DESCRIPTION



Aviation Assistant Director

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	10796	Salary Grade:	E00
Approved:	January 07, 2007	Last Revised:	December 08, 2010

Purpose:

Under nominal direction, develops, plans, and coordinates work activities of multiple functional areas of Austin Bergstrom International Airport.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Develops and implements short and long range strategies, plans, programs, and personnel that provide administrative, managerial support, fiscal management, program planning, and evaluation.
2. Oversees the implementation and performance management of various functions, processes, and performance enhancements.
3. Determines goals, objectives, and resource requirements for activities within the division.
4. Develops, revises, and implements standard operating practice, policy, and procedure governing the division. Ensures division is in compliance with all governmental regulations, ordinances, directives, and city practice, policy, and procedure.
5. Assists in the development, management, and monitoring of the departmental budget, ensures department operates within appropriated budget. Recommends, and as applicable, approves major purchases and expenditures.
6. Acts as liaison to city departments, consultants, contractors, and governmental agencies.
7. Responds to and resolves sensitive inquiries and complaints, and issues from both internal and external sources.
8. Prepares and presents reports by compiling, reviewing, and analyzing data; provides written and/or oral reports.
9. Develops, coordinates, and implements crisis management response plans and operations with various agencies.
10. Presents to City Council, boards, county/state/federal officials, vendors, contractors, and the general public

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of fiscal planning and budget preparation.

Knowledge of and skill in supervisory, managerial techniques, and principles.

Skill in oral and written communications.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software applications.

Skill in data analysis and problem solving.

Ability to train others.

Ability to quickly recognize and analyze irregular events.

Ability to establish and maintain effective communication and working relationships with city employees and the public.

Minimum Qualifications:

Graduation from an accredited four year college or university with major coursework in Business, Public Administration, Business or Aviation Management, Accounting/Finance, Engineering, or related field, plus five (5) years of related experience, two (2) years of which were in a supervisory or managerial capacity.

Experience may substitute for education up to a maximum of four (4) years.

Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.